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Approved For Release 2008/12/11 : CIA-RDP80B01676R003500190009-7

25 YEAR RE-REVIEW

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Approved For Release 2008/12/11 : CIA-RDP80B01676R003500190009-7

ER 61-2257/a

STAT

30 MAR 1961

MEMORANDUM FOR: [REDACTED]

SUBJECT : Letter of Appreciation

STAT

1. It gives me great pleasure to forward you a copy of the letter that I received from [REDACTED] concerning the assistance that you rendered to the [REDACTED]. Your splendid performance on this assignment reflects great credit upon both yourself and the Agency, and there is little that I can add except to express my personal thanks for a good job well done.

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2. As a matter of record, I am placing copies of this memorandum and [REDACTED] letter in your official personnel folder.

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SIGNED

ALLEN W. DULLES  
Director

STAT

O/DCI/A [REDACTED] :bak(23 March 1961)

Distribution:

STAT

Orig. - Addressee w/basic

1 - DCI *For Reading*

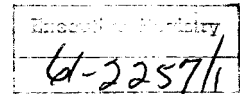
1 - Office of Personnel w/cpy basic for filing in [REDACTED] official personnel folder

1 - DD/P w/cpy basic for necessary action (ATTN: Mr. Gross)

1 - AAB

1 - ER w/cpy basic

**CONFIDENTIAL**



21 March 1961

**MEMORANDUM FOR: Director of Central Intelligence**

**SUBJECT:**



25X1

1. This memorandum is for the information of the DCI.

25X1

2. Attached is a letter concerning [redacted] which [redacted] dictated in my office and asked me to transmit to you. Some months ago, I conveyed the substance of [redacted] very high opinion about [redacted] to the Director of Personnel. I am sure that she has done an excellent job and deserves this commendation.

25X1

25X1

[redacted]  
**Senior Planning Officer  
O/DDP**

**Attachment - as stated  
cc: DDCI**

25X1

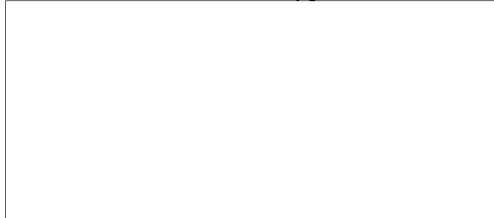
**CONFIDENTIAL**

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input checked="" type="checkbox"/>	SECRET		
<b>CENTRAL INTELLIGENCE AGENCY</b> <b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	INITIALS	DATE
1	DCI 221 Admin		
2			
3			
4			
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
<b>Remarks:</b>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
DDP/SPO			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input checked="" type="checkbox"/>	SECRET		

ER 61-2257/b

30 MAR 1961

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I want to let you know how much I appreciated your letter concerning the assistance rendered by [redacted] while assigned to [redacted]

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It was very thoughtful of you to bring this to my personal attention and I am highly pleased to get your generous comments on her performance. I am forwarding your letter to [redacted] for her information and, as a matter of record, a copy will be placed in her official personnel folder.

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With warm regards,

Sincerely,

*[Signature]*

Allen W. Dulles  
Director

O/DCI [redacted] bak(28 Mar 61)

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Distribution:

Orig. - [redacted]

1 - DCI

1 - Office of Personnel w/cpy basic for filing in [redacted] official personnel folder

1 - ED/P w/cpy basic for necessary action (ATTN: Mr. Bross)

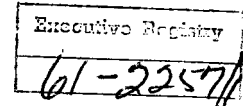
1 - AAB

✓ 1 - ER w/cpy basic

(PRESIDENTIAL FILE N)

*note: 1cc: 1st. basic filed in Commendations*

**CONFIDENTIAL**



21 March 1961

MEMORANDUM FOR: Director of Central Intelligence

25X1

SUBJECT: [REDACTED]

25X1

25X1

1. This memorandum is for the information of the DCI.

25X1

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25X1

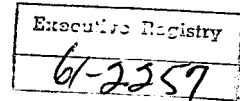


Senior Planning Officer  
O/DDP

Attachment - as stated  
cc: DDCI

25X1

**CONFIDENTIAL**



March 10, 1961

The Honorable Allen W. Dulles  
Director, Central Intelligence Agency  
2430 E Street, N. W.  
Washington, D. C.

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Dear Mr. Dulles:

I want to bring to your attention the name of [redacted] who your Agency provided as my secretary during the [redacted]. I cannot praise her too extravagantly. She is an extremely competent secretary and stenographer. But more than that she has remarkable poise and good sense in the general management of an office, in receiving visitors and in handling all the special problems which arise that require some initiative, imagination and general intelligence.

STAT

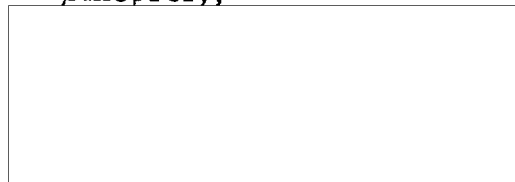
If I could possibly make it financially attractive to her, I would try to steal her from the Agency and take her [redacted]. Since I can't do this, the least I can do, therefore, is to say that it will be a serious reflection on CIA if you don't find a first-class opportunity for her once she comes back to work. (At the moment she is convalescing from a serious back injury but she should be fully recovered within a few weeks, I believe.)

Believe me, these comments are not made casually. I have never in my life written unqualified compliments as these about a person like this.

My cordial regards.

STAT

Sincerely,



ER 61-2257/a

30 MAR 1961

MEMORANDUM FOR: [REDACTED]

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ALLEN W. DULLES  
Director

O/DCI/[REDACTED] bak(23 March 1961)

Distribution:

- Orig. - Addressee w/basic
- 1 - DCI
- 1 - Office of Personnel w/cpy basic for filing in [REDACTED] official personnel folder
- 1 - DD/P w/cpy basic for necessary action ([REDACTED])
- 1 - AAB
- ✓ 1 - ER w/cpy basic



MEMORANDUM FOR: Mr. Dulles:

STAT For your information, [ ] has been  
STAT with the Agency since September, 1947 and her  
STAT present grade is GS-9, Administrative Assistant.  
Her previous assignments have all been in the  
DD/P area and she has been assigned to [ ]

[ ] on crash tasks.

I understand that she has readily accepted these  
temporary assignments and that she has done an  
outstanding job in all of them. She is 44 years  
of age.

23 Mar 61

(DATE) STAT

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

MEMORANDUM FOR: Mr. Dulles:

As you recall, when you signed the memo-  
randum to [ ], you wanted to also send  
STAT  
a letter to [ ] STAT STAT

28 Mar 61

(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)